

	<b>FORMATION DEVELOPMENT LEAVE AND RETREAT LEAVE</b>	<b>Document No:</b>	HR-PRO-026
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## 1. Purpose

This is an outline of the matters to be considered and process to be followed when dealing with requests for formation development leave and retreat leave.

## 2. Scope

This procedure applies to all ACBC agencies.

## 3. Related Documents

[ACBC Conditions of Employment](#)

## 4. Definitions

### Formation Development

Formation development fosters the integration of a worker's personal spiritual growth *within their role* and contribution to the mission of each Conference Agency and that of the Church. Activities undertaken during formation development leave are considered to be mandatory.

### Retreat Leave

Retreat Leave is leave that is taken by a worker to foster personal spiritual growth and assist a worker to reflect upon their role and contribution to the mission of the Church. Activities undertaken during retreat leave are considered to be optional.

### Supervisor

The Supervisor is a Bishop, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

## 5. Responsibilities

### Worker

The worker requesting the Formation Development Leave or Retreat Leave must:

- Submit the request for Formation Development Leave or Retreat Leave
- Complete the "Application for Leave of Absence" form.
- If required, provide evidence of leave taken

### Supervisor

The Supervisor is responsible for considering whether leave for Formation Development Leave or Retreat Leave will be granted.

## 6. Entitlement to Formation Development Leave and Retreat Leave

The entitlement to Formation Development Leave and Retreat Leave comes from the [ACBC Conditions of Employment](#).

Granting leave for Formation Development is at the discretion of the Supervisor.

Workers may be granted up to five (5) days of Retreat Leave a year. Retreat Leave is not cumulative.

## 7. Process

1. The worker must submit a request for leave for Formation Development Leave or Retreat Leave to their Supervisor. The request should give details of:
  - The activity for which the leave is requested
  - The start and end dates of the leave
  - The cost of the Formation Development
  - The benefits to the worker to be gained from the course or activity
  - The benefits to the Agency to be gained from the course or activity
2. The Supervisor must consider the request for Formation Development Leave or Retreat Leave as outlined in the ACBC Conditions of Employment. (Refer to the appropriate sections in the ACBC Conditions of Employment for the recommended procedure).
3. In considering a request for leave for Formation Development Leave or Retreat Leave the Supervisor bear in mind:
  - The benefits to the worker
  - The suitability and 'reasonableness' of the request
  - The needs of the Agency
  - The effect of absence of worker on other workers
  - Budget restrictions
4. If the request is acceptable, the Supervisor must inform the worker that their request has been approved within an acceptable timeframe.
5. The worker requesting Formation Development Leave or Retreat Leave must complete an "Application for Leave of Absence" form, indicating the dates and times of the leave requested. They must submit this form to their Supervisor as soon as possible before the proposed starting day of the Formation Development or Retreat leave.
6. The Supervisor must sign the "[Application for Leave of Absence](#)" form and submit it to their payroll function as soon as possible (within one week).
7. If the requested leave is unacceptable the Supervisor should discuss the request with the worker to explain the reason.
8. If modified (after discussion) request for leave is rejected, the worker may resort to the ACBC Grievance Procedure ([HR-PRO-011 Grievance](#)).

## 7. Financial Support for Formation Development Leave Activities

Agencies may approve payment for activities relevant to the formation development of employees. This may be by way of paid time and/or expenses away from the workplace to attend approved structured activities that are designed to assist the employee to enhance their understanding of the relationship between their role and the work of the Church.

Paid time off work is granted for Retreat Leave. Financial assistance to pay for activities is not offered for Retreat Leave.

## 8. Accrual of Entitlements while on Formation Development Leave or Retreat Leave

Since Formation Development Leave and Retreat Leave are periods of paid leave, they accrue annual leave, personal/carer's leave and long service leave. An absence on Formation Development Leave or Retreat Leave does not break the employee's continuity of service with the employer with respect to long service leave.

## **9. Workers Compensation**

Workers are covered under ACBC's Worker's Compensation scheme while they are undertaking formation development as this is a mandatory activity, similar to compulsory training.

Workers are not covered by Worker's Compensation while they are on Retreat Leave, as this is an optional activity.

## **10. Records**

Request for Formation Development Leave or Retreat Leave  
[Application for Leave of Absence form](#)  
Evidence of leave